

# 2020 - 21 Compliance Program

Submitted by:

**ASG Group Limited (ABN:57070045117)**



# #Workplace overview

## Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Retention	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Insufficient resources/expertise

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes( <i>Select all that apply</i> )	
...Yes	Policy

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing bodies

*ASG Group Limited*

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	Nomura Research Institute (NRI)
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair	

position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	0
...Male (M)	5
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No( <i>Select all that apply</i> )
	Do not have control over governing body/appointments
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
	Do not have control over governing body/appointments
	overseas parent company controls

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

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# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Non-award employees paid market rate  
Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

## Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No

Insufficient resources/expertise

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

## Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes (*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Informal arrangement between individual managers and employees
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Informal arrangement between individual managers and employees
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	No ( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Employee training is provided throughout the organisation	No ( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Team-based training is provided throughout the organisation	No ( <i>Select all that apply</i> )
...No	Insufficient resources/expertise
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes

...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Compressed working weeks	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Informal options are available
...Time-in-lieu	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Telecommuting (e.g. working from home)	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Part-time work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Job sharing	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Carer's leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Purchased leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes( <i>Select one option only</i> )

...Yes	SAME options for women and men( <i>Select all that apply</i> )
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...SAME options for women and men	Formal options are available
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3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes
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4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers
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5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men
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6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	12
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	61-70%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary



1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	60-70%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

### Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(Select all that apply)

...Yes

Policy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...On-site childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Breastfeeding facilities

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Childcare referral services

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Internal support networks for parents

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Information packs for new parents and/or those with elder care responsibilities

No(You may specify why the above support mechanism is not available to your employees.)

...No

Insufficient resources/expertise

...Referral services to support employees with family and/or caring responsibilities

Yes(Please indicate the availability of this support mechanism.)

...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Coaching for employees on returning to work from parental leave	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

### Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction Every one-to-two years
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction At least annually

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

### Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)

...Yes

Policy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

...Training of key personnel

No(*Select all that apply*)

...No

Insufficient resources/expertise

...A domestic violence clause is in an enterprise agreement or workplace agreement

No(*Select all that apply*)

...No

Insufficient resources/expertise

...Workplace safety planning

Yes

...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No(*Select all that apply*)

...No

Insufficient resources/expertise

...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No(*Select all that apply*)

...No

Insufficient resources/expertise

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

...Access to unpaid leave

Yes

...Confidentiality of matters disclosed

Yes

...Referral of employees to appropriate domestic violence support services for expert advice

Yes

...Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

...Flexible working arrangements

Yes

...Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

...Offer change of office location

Yes

...Emergency accommodation assistance

No(*Select all that apply*)

...No

Insufficient resources/expertise

...Access to medical services (e.g. doctor or nurse)

No(*Select all that apply*)

...No	Insufficient resources/expertise
...Other (provide details)	No( <i>Select all that apply</i> )

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

# Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	2	3	5
			Non-managers		6	6
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	1	2	3
			Non-managers	1	12	13
	Part-time	Permanent	Non-managers		1	1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	1	5	6
			Non-managers	39	96	135
	Part-time	Permanent	Non-managers	4		4

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	4	9	13
			Non-managers	71	190	261
	Part-time	Permanent	Managers		1	1
			Non-managers	4	2	6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers	22	7	29
	Part-time	Permanent	Non-managers	6		6
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2
			Non-managers		21	21
	Part-time	Permanent	Non-managers		1	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Computer System Design and Related Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	3	2	5

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Computer System Design and Related Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	18	89	0	0	107
	Part-time permanent	2	2	0	0	4
Professionals	Full-time permanent	342	968	9	32	1,351
	Full-time contract	4	11	1	0	16
	Part-time permanent	38	23	0	0	61
	Casual	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	38	16	0	0	54
	Full-time contract	2	1	0	0	3
	Part-time permanent	7	0	0	0	7
	Casual	0	1	0	0	1
Sales Workers	Full-time permanent	1	20	0	0	21

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Gender X



# Workplace Profile Table

Industry: Computer System Design and Related Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	1	Full-time permanent	0	1	1
	-1	Full-time permanent	1	0	1
HOB	-1	Full-time permanent	2	10	12
GM	-1	Full-time permanent	0	1	1
	-2	Full-time permanent	1	3	4
SM	-2	Full-time permanent	5	24	29
		Part-time permanent	1	1	2
	-3	Full-time permanent	4	11	15
OM	-3	Full-time permanent	11	30	41
		Part-time permanent	1	1	2
	-4	Full-time permanent	1	10	11
	-5	Full-time permanent	2	25	27

\* Total employees includes Gender X